

PERFORMANCE APPRAISAL REPORT – OTHER NON – STATE GRADE OFFICERS AHO ARE COVERED BY FORMS “B” – “T”

Ministry : -
Department :-
Division :-

Part 1 – Self Appraisal (To be perfected by the appraise)

(Fill the blanks spaces or delete word not applicable.)

In respect of which the appraisal is made :- From
(One year period to the date of increment is applicable.) 1

1. Bio-Data

- 1.1. Name :
- 1.2. Date of Birth :
- 1.3. Designation :
- 1.4. Class and Increment :
- 1.5. Date of Increment :
- 1.6. Total Period of service :

2. Scope of Duties

- 2.1. Have you been provided in specific duty list or job description? Yes / No
- 2.2. State in brief the responsibilities connected with your work
- 2.2.1. Responsibilities

2.2.2. Functions

Performance

- 2.3. Are you satisfied with the work performed by you during this period? Yes / No
 - 2.4. Write down the brief, difficulties and obstacles faced by you, if any
 - 2.5. State briefly the proposals you make for the improvement or your performance
- Need Computer

3. Public relations

- 3.1. Do you have direct contacts with the general public and / or officers in other divisions/ institutions in connection with your duties? Yes / No
- 3.2. Do you think that you maintain satisfactory public relations Yes / No
- 3.3. Were there any occasion when the public and / or officers were not satisfied with your service? Yes / No
- 3.4. If the answer for 4.3 above is 'yes' what are the reasons?
Nill

4. Training

- 4.1. Training received
- 4.2. State the fields in which training is required

Date; -

.....
Signature of Appraisee

II Part – (To be perfected by the supervising staff officer (Appraiser)

(Use the words Excellent / Good / Satisfactory for appraisal.)

1. Performance

- 1.1. Knowledge of work :
- 1.2. Whether routine duties / assigned duties are completed without delay :
- 1.3. Dynamism :
- 1.4. Contribution of the officer in achieving the organizational objectives :
- 1.5. Overall quality of the work :
- 1.6. Economy in using resources :
- 1.7. Efficiency displayed in performing the specific duties indicated in 2.2.2 in part of this report :

2. Public Relations

- 2.1. Public relations and courtesy :
- 2.2. Inter – personal relationship :

3. General Conduct

- 3.1. Punctuality in attendance :
- 3.2. Availability of the officer at work place :
- 3.3. The effect on work of availing of leave :
- 3.4. Assistance rendered after office hours when required :

4. Special attributes

- 4.1. Attitude of work :
- 4.2. Commitment to service :
- 4.3. Leadership :
- 4.4. Impartiality :
- 4.5. Creativity :

5. Appraisal and observations

- 5.1. Overall appraisal : Excellent / Good / Satisfactory / Unsatisfactory
- 5.2. Observations :

.....

Date :

Signature of Appraiser :

Name :

Designation :

The above appraisal made in respect of the officer was brought to his / her notice and was noted by him / her

.....

Signature of Appraisee

.....

Signature of Appraiser

Part III – (To be perfected by the moderators)

Observations and conclusions of the moderator regarding the appraisal

- 1. Conclusion : Excellent / Good / Satisfactory / Unsatisfactory
- 2. Observations :

Date :

Signature of moderator:

Name :

Designation :